

Arkansas Tech University Travel Procedural Manual



ARKANSAS
TECH
UNIVERSITY

Travel Services
479.356.6209

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This manual is published by Travel Services to aid faculty and staff members in the planning and reimbursement process for allowable university travel expenses. The information presented is intended to neither address every employee or student travel situation nor circumvent the Travel Policy. It is designed to be most helpful if viewed online which allows for the reader to take advantage of links made available to additional sources. If you have not read the [Arkansas Tech University Travel Policy](#) please stop and do so now before continuing with this manual.

Travel Authorizations and Disbursement

Standard Reimbursement for State Employees

Travel reimbursement must be made by using a TR-I form. The main function of Travel Services at ATU is to process travel requisitions and TR-I's in a timely and accurate manner and in accordance with ATU policy and State of Arkansas law for those who are authorized to carry out official duties. No meals or lodging will be allowed within the town of the travelers "official station". One state employee cannot pay for another state employees expenses which includes lodging, meals, and or taxi expenses. Travelers cannot be reimbursed for personal travel or travel that could be construed as a possible conflict of interest. Employees may be reimbursed travel expenses when they are required to travel away from their "official station" on university business. Travel requisitions and/or TR-Is may only be processed when all state and university-required approvals and/or documents have been completed and received by Travel Services. This manual's information will serve as basic travel processing guidelines for all University departments.

Any expenses that are determined to be personal in nature will be the responsibility of the traveler and the state will not reimburse the traveler for such expenses. If the expense is paid by direct billing the portion that is determined to be personal will be prorated and the traveler will be required to reimburse the university. This includes but not limited to lodging, meals, and rental cars. Expenses for personal entertainment, flowers, valet services, laundry, alcoholic beverages, cleaning, movies, and a tip for taxi cannot be reimbursed with state funds. Miscellaneous expenses, whether or not directly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary to the performance of official duties. Receipts are required.

Employees traveling on official business must complete and sign the Authorization to Operate State Vehicles and Private Vehicles on State Business VSP-I form, also known as the [Driver Authorization Form](#), if they have not already done so when hired.

Purchasing Travel Arrangements

When travel is anticipated, a travel requisition must be completed for the estimated total cost and dates. This requisition should be submitted as soon as possible to allow sufficient time for processing. How many requisitions are needed depends on the type of travel being completed. For expenses that will be reimbursed to the traveler a requisition to that traveler's T Number is required. For any expenses placed on a TCard (see next paragraph), a requisition to US Bank is required.

Travel arrangements may be purchased two ways. The traveler may purchase certain arrangements themselves and request reimbursement or they may be charged to a University Travel Card (TCard). Travel reimbursement may not be allowed for certain purchases, such as international flights, which

must be purchased using a University TCard. On the other hand, for employee travel, meals will always be a reimbursable as they are not permitted to be charged to a TCard. If you have a question about the best way to purchase a specific arrangement, please contact Travel Services.

So, as a traveler what do I need to do to prepare and receive reimbursement for my university travel expenses? The process you will need to follow will vary slightly depending on the type of travel you will be completing. The following sections offer instructions for completing various types of University travel.

Employee Conference Travel

Answer the following questions to help prepare for your trip.

Once you have determined the best and most cost effective options for your trip enter one requisition using your T number for all reimbursable expenses and if the ATU Travel Card is being used, one requisition to US Bank (T01000251) for all charges placed on the TCard.

1. **How should I pay for my conference registration?** Register for your conference using a P-Card, T-Card, or by submitting a travel requisition to the host of the conference. Instructions for P-Card purchase can be found [here](#) and requisition guidelines are posted [here](#).

2. **How should I travel to the conference? Drive or fly?**

Drive. The [trip optimizer](#) can be used to evaluate if it will be most cost effective to drive your personal car and obtain reimbursement or if a rental car is the best option. You may also reserve an ATU motor pool vehicle.

- i. If driving your car, please include the mileage estimate reimbursement on your reimbursement requisition. If renting a car, please follow the instructions [here](#), if reserving an ATU motor pool vehicle please follow [these instructions](#).

Fly. Airfare may be purchased using an ATU Travel card or your personal credit card (for domestic flights only). If using the ATU Travel card, you must enter a requisition to US Bank (T01000251), using the guidelines in the [Banner manual](#). If you are using your personal credit card and requesting reimbursement, include the airfare in the requisition completed to your T Number. **All airline tickets must be purchased using a 14-day advance, or have special authorization.**

If using any ATU Travel Card or your personal card, you must email the following to travel@atu.edu.

- i. **Copy of flight itinerary**
- ii. **Name exactly as listed on Driver's License**
- iii. **Date of Birth**
- iv. **Contact Number in case of airline schedule changes.**

Airfare must not be booked on your personal card until you receive approval from Travel Services. Every effort will be made to respond promptly as we realize airfares change daily. If using the ATU ghost travel card, you will receive an email confirmation of your flight.

- I. Using an individual or departmental card the reservation may be booked **only**

after receiving a departmental copy of the purchase order to US Bank for the airfare.

3. If I am flying, do I need a rental car?

- a. You may need a rental car if shuttle or taxi transportation to your hotel exceeds the rental car fee or if you need transportation to and from your conference location from the hotel. If one of these situations exist, and you would like to reserve a rental car please follow these [instructions](#).

4. Is my conference located at a hotel, or do I need reserve a room at a nearby property?

- a. If your conference location is within or adjacent to a hotel, this may be the best property to reserve for your stay. Be sure to secure the conference rate as these rates most often offer a savings to the University.
- b. If your conference location is not held at a hotel, then you will need to evaluate the location of the other properties and transportation options (complimentary shuttle service, etc.) offered to and from the conference location and secure the most cost effective rate.
- c. **Purchasing your lodging.** Lodging is most often purchased using your personal credit card, or ATU travel card and the lodging amount included in your reimbursement requisition. If using a departmental travel card or ghost card, you must complete the hotel notification letter and forward to your hotel once reservation is secured. The ATU ghost travel card can be used to purchase hotel stays when purchased in conjunction with airfare from a website such as Expedia. When booking through Expedia the hotel and airfare combined must be less expensive than if purchased separately. Expedia hotel rate cannot exceed the conference hotel rate and still require a credit card to be presented for incidentals upon check-in.

Meals included in Conference Registration

It is best practice to take advantage of any meals included in your conference registration. However, there are times when this is not possible due to one of the conditions below being met. If you have one of these circumstances, you must submit an agenda/program of any conference for which an employee is requesting meal reimbursement requests be included with the TRI.

- 1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs.
- 2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs.
- 3. The traveler was unable to take part in the provided meal due to the conflict of official business.

Required Requisitions

- 1. **Charges that will be reimbursed to you.** Complete one requisition to your T number for reimbursement of allowable charges you will incur as a result of the trip. Meal expense is a strictly reimbursable expense, so you will **always** have a requisition that will include an

estimate of your total meal expense for the trip. **This requisition may also include any allowable lodging, transportation, baggage fees, shuttle or taxi service, parking expenses (etc.) for which you will request reimbursement.** Once this requisition receives the appropriate approval it will be converted to a purchase order and you will receive a departmental copy of the PO via email. You must retain a copy of this PO and submit it with your TR-I when you return.

2. **Charges placed on an ATU Travel Card.** Complete one requisition to US Bank (T01000251) for all charges placed on an ATU TCard. Once this requisition receives the appropriate approval it will be converted to a purchase order and you will receive a departmental copy of the PO via email. These charges will not appear on your TRI for reimbursement, so you do not have to include a copy of this PO with your TRI.

Following your return please complete your TRI and submit all applicable receipts to Travel Services along with any additional documentation.

Example: Jerry travels only 1-2 times per year on University business, so he does not have an individual TCard and his department does not currently have a departmental card. He needs to attend a conference in Tulsa, OK in a few weeks. He asks his departmental administrative assistant to purchase the registration on her PCard. She does so following the PCard registration guidelines. Since the conference is a short drive to Tulsa, Jerry will not need to fly. He contacts Facilities Management and there is a motor pool car available so he reserves the car via their office then enters a requisition to ATU to reserve the funds for the use of the car using the motor pool reservations procedures as a guide. He then contacts the conference hotel and secures a reservation using his personal card and enters a requisition to his T number for the hotel fees, meals, and parking that he will expense on his TR-I after he returns from the trip. No requisition is necessary for the registration, as this was placed on a PCard and requisitions are not required for PCard purchases. Within five days of his return, Jerry completes his TR-I recording only his **actual** meal expenses, up to the per diem amounts and retains his meal receipts for two years in case they are audited. Jerry records the per diem limits for only the meal expenses that exceed the per diem limits. He also lists his hotel fees and parking. This signed TR-I along with a copy of his signed departmental PO made out to his T Number, hotel bill showing a zero balance, and parking receipts are submitted to Travel Services.

Example: Goldie travels 5-6 times per year on University business. She does not have an individual TCard, but has access to her departmental TCard. She needs to attend a conference in Los Angeles, CA in a few weeks. She will need an airline ticket and hotel reservations which she can secure using the departmental TCard. She begins by selecting flights that she would like to purchase. She then issues one requisition to US Bank for the flight, hotel fees and shuttle expenses noting on the requisition that she will be using a departmental TCard and one to her T Number for meal reimbursement. She submits this flight information to Travel Services for review prior to sending to her department's TCard custodian for reservation and ticketing. Since she is using the departmental TCard for her hotel stay, she completes the hotel notification form and submits to the hotel. This is necessary to let the hotel know that she will be charging her stay to a card that she will not be carrying. Goldie presents a

personal card at the hotel during check-in for incidentals. Upon her return she submits the hotel receipts showing a zero balance and shuttle receipts without tip added to her TCard custodian for card reconciliation. Goldie completes her TR-I listing actual meal reimbursement amounts up to the per diem limits, attaches the PO issued to her T Number with an approved signature to Travel Services for reimbursement. She retains the meal receipts for two years in case they are audited.

TR-I Completion

Upon completion of your trip, you must submit any expenses for reimbursement using a TR-I form. Expenses are itemized for each day of travel and it must be signed by you and your supervisor. Receipts for the following items must be included in your TR-I.

- Lodging, displaying a zero balance
- Commercial airfare, including the itinerary, name of passenger, E-ticket number, and price
- Train
- Registration Fee
- Car Rental
- Taxi
- Misc. items purchased while traveling. A detailed explanation of these items is required.
- Parking
- Checked baggage fee. ATU will only reimburse for the first checked bag.
- Conference Agenda
- Meals-**ONLY** if student groups, meals that qualify as official functions, or meal without an overnight stay reimbursement. All other meal receipts are to be retained in the department for two years and be available for audit upon request.

Personal Mileage

Prior to leaving on a trip that will require you to request reimbursement for mileage driven in your personal car, you must complete a requisition to your T Number using published mileage reimbursements and mileage charts, or ATU designated mapping site to obtain mileage for your calculations. You will also be required to have a [Driver Authorization Form](#) on file with Travel Services. See [How do I request mileage reimbursement?](#) for detailed instructions. Failure to complete any of these processes may result in rejection of reimbursement request.

Personal Vehicles and Insurance Coverage-Employees should be aware that when using personal vehicles on state business, their personal automobile insurance is the primary coverage. It is the responsibility of the employee to contact their insurance agent to confirm if "business use" coverage is required. In no circumstances does the State of Arkansas insurance contract provide physical damage coverage for personal vehicles.

Accidents and Traffic Violations-Drivers must report ALL accidents and traffic violations, while operating a State vehicle and/or driving on State business in ANY vehicle, immediately to Facilities Management Motor Pool Office at 479-968-0261. If the Motor Pool office is closed, the driver must report all accidents in **state vehicles** immediately to the claims office listed below.

Bancorp South Insurance Services Monday-Friday 8 a.m.- 4 p.m. 501-664-7705
After hours accident and claims reporting 501-664-9252

Motor Pool Vehicle Reservation

When available travel in University owned vehicles is preferred over personal mileage reimbursement for university travel. [Vehicle Safety Guidelines](#) must be followed at all times. Only Arkansas Tech University Faculty, Staff, and Students are allowed in a Motor Pool vehicle, seat belts must be worn at all times by the driver and passengers, and smoking is prohibited inside the vehicle. Facilities Management maintains the Motor Pool Vehicle Use Policy located [here](#).

Accidents and Traffic Violations-Drivers must report ALL accidents and traffic violations, while operating a State vehicle and/or driving on State business in ANY vehicle, immediately to Facilities Management Motor Pool Office at 479-968-0261. If the Motor Pool office is closed, the driver must report all accidents in **state vehicles** immediately to the claims office listed below.

Bancorp South Insurance Services Monday-Friday 8 a.m.- 4 p.m. 501-664-7705
After hours accident and claims reporting 501-664-9252

Complete these steps to reserve a motor pool vehicle.

Contact Facilities Management at 479-968-0317, at least one week prior to your departure date, when possible, to check for motor pool vehicle availability. If vehicle is available, complete the steps listed below immediately. ***To ensure ease of pickup, please do not delay in entering your requisition.***

1. Enter requisition into Banner using T number T00000000. Instructions for entering requisition are found in the [Travel Requisition Manual](#).
2. Requisition **must** include the following:
 - Names of all possible drivers. Only listed drivers will be permitted to operate the vehicle.
 - Date and time of pickup and return of vehicle from Motor Pool lot. This ensures vehicle is ready for pickup for both you and the department who wishes to use it after you.
 - Destination
 - Purpose of Trip

Meal Reimbursement Without an Overnight Stay

Under certain circumstances ATU will allow for meal reimbursement without an overnight stay. You must complete the following steps to request reimbursement.

1. Prior to your day travel, you must enter a requisition to your T Number for no more than 75% of the GSA per diem limits for the city you will be visiting for the two meals that you will be having. You may not submit for all three meals of the day.
2. Your day travel must be for 12 hours or more.
3. You must demonstrate a benefit to the University that justifies the request by completing the

[Day Travel Without Overnight Stay Form.](#)

4. This form including approval signatures along with **all meal receipts** must accompany your signed PO and be submitted to Travel Services.

Student Travel

Students traveling on official business for the University or on a University sponsored trip must be accompanied by an employee of the university to act as a sponsor for the trip. Students and sponsors may not share lodging accommodations. Students may share accommodations and employees or sponsors may share accommodations. See Travel Policy page 6.

Below you will find the necessary links to process requests, book your travel needs, and comply with student travel guidelines at ATU. Faculty, staff, and students are responsible for following all travel guidelines within their department.

Resources

[Driver Authorization Form](#)

[Agency Travel Motor Pool Vehicle Request Form](#)

[Agency Travel Arrangement TCard Request Form](#)

Registered Student Organization (RSO)

If you are traveling for a Student Organization, please refer to the links below on how to book your travel, how to register through theLink, who is the responsible party while on the trip, and the rules associated with traveling for university-related trips. The below student acknowledgement should be signed when booking your travel.

<http://www.atu.edu/rso/docs/TravelEventRegistrationGuide.pdf>

<http://www.atu.edu/rso/docs/StudentAcknowledgementForm.pdf>

Non-Athletic Travel

State-supported institutions of higher education may provide travel expenses for groups when those who instruct the students accompany them. The sponsor/instructor must complete a Travel Requisition to US Bank (T01000251) for lodging, meals, rental car (if applicable) by estimating expenses for the entire group. A written explanation of the activities for these individuals should be noted on the Travel Requisition in the document text field. If reserving an ATU vehicle from Motor Pool, a Travel Requisition will need to be done to ATU (T00000000, RA3). Please see the [Motor Pool Reservation Policy](#). If needed, a Travel Requisition can be completed to the sponsor/instructor's T Number for a group cash advance and is calculated as 90% of total estimated expenses. All receipts must be turned in to Travel Services. If money remains out of the cash advance, it must be deposited back into the correct budget at Student Accounts and the receipt turned into Travel Services. Student group travel may be used only for off-campus events and is restricted to students and official faculty/staff members only.

Athletic Travel

State-supported institutions of higher education may provide travel expenses for groups when those who instruct the students in fundamentals of a competitive sport and direct team strategy accompany

them. A Travel Requisition should be submitted to US Bank (T01000251) for meals, lodging, and rental car (if applicable) with estimated expenses for the group with the team coach as the traveler. If reserving an ATU vehicle from Motor Pool, a Travel Requisition will need to be done to ATU (T00000000, RA3). Please see the [Motor Pool Reservation Policy](#). The team roster must be attached to the Purchase Order after you return from the trip. Cash advances are given only to those coaches who do not have a TCard. An athletic group advance is calculated as 90% of total estimated expenses. All receipts must be turned in to Travel Services. If money remains out of the cash advance, it must be deposited back into the correct budget at Student Accounts and the receipt turned into Travel Services. Group travel may be used only for off-campus ATHLETIC events and is restricted to team members and official staff members.

Example of Student Travel

Before your Trip:

- A student must be accompanied by a University employee to act as a sponsor for the trip.
- Electronic **requisitions** are issued to the student for meal reimbursement and to the sponsor for any reimbursable required for the trip with who, when, where, why, and what is being reimbursed.
- The *requisition must be approved* by all parties before your trip and turned into a purchase order and contain the following information.

First requisition is to the student and is entered using his/her T number as the vendor.

Vendor: Jane Doe (T Number)

Who: Student Jane Doe

When: December 1-3, 2017

Where: Hot Springs, AR

Why: Skills USA Conference

What: Meals: \$65.00

Lodging: Sponsor paying R129555

Total: \$65.00

Next, do another requisition for the sponsor.

Vendor: John Smith (T Number)

When: December 1-3, 2017

Where: Hot Springs, AR

Why: Sponsor for Jane Doe, student to Skills USA Conference

What: Lodging for 2 people, \$350.00 for 3 nights, student Jane Doe R129554

Meals: \$65.00

Mileage: \$61.32

Total: \$476.32

Traveling with students using a Travel Card

- Enter an electronic **requisition** with who, when, where, why, and what is being reimbursed.
- The *requisition must be approved* by all parties before your trip and turned into a purchase order.

An example of how to do a requisition when using a Travel Card with student group

Vendor: T0100251 US Bank

Who: John Smith and 6 Students

When: December 1-3, 2017

Where: New York, NY

Why: 2017 Blueprint for Success: Preparing for College, Work & Beyond

What: Meals: \$400.00 (meals receipts have to be itemized)

Lodging: \$1500.00 (zero balance)

Baggage: \$350.00

Taxi: \$250.00

Parking: \$30.00

Total: \$2530.00

You cannot get a Cash Advance if you have a Travel Credit Card when travelling with students.

- You can get a Cash Advance for meals when traveling with students. 90% of total of meals (i.e. 90% of \$400.00 cash advance is \$360.00).
- Enter a requisition to the sponsor that is traveling with students as the vendor.

Vendor: John Smith

Who: Sponsor, John Smith

When: December 1-3, 2017

Where: New York, NY

Why: 2017 Blueprint for Success: Preparing for College, Work & Beyond

What: Cash Advance for student meals

Total: \$400.00

During your trip:

- **Keep all original receipts**, must be itemized for reimbursement. Include Conference agenda/program documentation. Proof of registration stating the amount paid. Make sure the lodging has a zero balance. If you share a Lodging or taxi, you must provide proof of payment by splitting the expense.

After your trip:

- Make copies of all your receipts for your records.
- Submit all original itemized receipts for reimbursement (airfare, lodging, meals, taxi, parking, registration, and baggage)
- Original itemized meal receipt will be kept on file in your department for audits. If you claim a meal and do not have the correct meal receipts you will have to reimburse the University back for the Expenses.
- Do an electronic TRI attaching the itemized receipts for reimbursement expenses.
- Attach a Non-State form if it is for Students or Non-State employee of the University.
- Turn in TRI to Travel Services with original signatures of Traveler and Supervisor on TRI and along with a Departmental copy of Purchase Order with signature.
- You will need to do an electronic Travel Card Transaction Log if you used a Travel Card for your travel expenses.

Limits for Meals and Lodging

Travel reimbursement for meals is not a per diem it is a meal allowance that is not to exceed the maximum per diem rates. Think of per diem rates as your reimbursement ceiling. You may spend all you like on a meal, but your reimbursement stops once it hits the ceiling. Because of this, you must record only the dollar amount spent for each meal using the per diem rates for the area you visit as the maximum allowance. It is only acceptable to expense the per diem maximum for a meal on which you have exceeded that maximum. Original receipts are not to be turned in with your TR-I for meal reimbursement with an overnight stay (see page 5) , but must be retained in your department either by you or a designee for two years and be available for audit upon request either by Travel Services or Legislative Audit.

Reimbursement per diem limits are reduced on the first and last days of travel to 75% of the total. Please be aware of this when planning your meal reimbursements on your requisition and completing your TR-I. Meal and Lodging per diem charts are available at www.atu.edu/travel and are updated yearly as per diem rates change.

Use of Travel Agent

The use of a travel agency is allowed, but not required when booking domestic or international travel arrangements. However, it is encouraged when booking more complicated international itineraries.

International Travel

All international travel must be approved by the traveler's Vice President. All international airfares must be purchased using a University Travel Card to insure that all necessary travel insurance is purchased. Travelers will consult Travel Services for direction on international travel arrangements.

Expenses for Non-State Employees and Official Guest

A volunteer, student, GA, non-state employee, or an official guest must have a [Non-State Form](#) turned in with their TRI with original signatures for reimbursement from state funds.

University Agency Travel

A request for reimbursement for allowable travel expenses from Agency Funds may be made using a check request. Certain arrangements may be booked and/or purchased using the ATU CTS Travel Card. Requests to use this card are to be made by completing the [Agency Travel TCard Request Form](#) and submitting to Travel Services. Travel Cards issued to individual cardholders may not be used for travel arrangements to be paid for using agency funds without prior approval from Travel Services and the Accounting Office.

Board Member Travel Reimbursement

Travel expense reimbursement to Arkansas Tech Board of Trustees members is authorized and governed by ACA 25-16-901-908. When it is required of a board member to perform separate duties in connection with the official business of the agency and these duties are required at times other than

official board meetings, then expense reimbursement will be allowed if approved by the board in accordance with ACA 25-16-902.

The expense reimbursement for board or commission members shall not exceed the rate established for state employees. The University President may, for the convenience of the board members, pay for their meals and lodging when on official business for the state, and claim reimbursement for their expenses on a TR-1 form or equivalent.

Moving Expenses

Faculty and staff moving expenses are subject to the following guidelines. See Travel Policy page 7 for complete details and restrictions.

1. \$5,000 cap on moving expenses unless approved by the President or his/her designee.
2. Moving of only household goods as allowed by AR State Law.
3. Travel, including lodging to accommodate immediate family members but **not** meals, from the former residence to the new residence. This includes one night of lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.
4. If the faculty or non-classified staff employee elects to move himself/herself rather than utilizing commercial movers, receipts should be kept for vehicle or trailer rental charges, gasoline and oil purchases, toll charges, and special labor charges (other than the faculty or non-classified staff employee himself/herself, or his/her family members) required in assisting with loading and unloading

Non-Allowable Costs. The University does not share in the following costs:

1. Storage of personal effects at either end of the move.
2. Meals
3. Additional insurance coverage over and above the normally carried by commercial moving companies.
4. Moving of household effects from an address other than the home address from which the individual is moving.
5. Any subsequent moves from temporary to permanent housing.
6. The movement of recreational vehicles, boats and other items not normally used in the home.
7. Payment to self or friends/family of employee if employee elects to move himself/herself.

The following steps should be followed by supervisors when household goods moving services are required by a new employee.

1. Inform your new employee in writing of the allotted amount the department is willing to pay for expenses and of the university preferred provider.
2. If the new employee does not wish to use the preferred provider, they must obtain three bids. Once they have received the cost estimates and selected the moving company, they should contact the ATU department they are working for with the information. If the moving company is not a current vendor, the department will need to complete a New Vendor Request Form. Once a T number has been established, the department should enter a requisition to the selected moving company with the following information:
 - a. Name and phone number of employee moving.

- b. Quote number.
- c. Date of move and any details needed to ensure successful move.
- d. Copies of three estimates, if not using the University contracted moving company.
 - i. If the employee is using the University contracted mover then a written quote should be submitted to assure that it is within the authorized budget before the move takes place. Any questions should be directed to Procurement Services before the employee signs the contract.
 - ii. Location the employee is coming from and moving to.

Should an employee seek reimbursement for moving expenses he or she has incurred the following steps are necessary.

1. Dean requests reimbursement allowance from Academic Affairs.
2. If approved, Academic Affairs will reimburse actual allowable moving expenses up to the maximum allowance granted.
3. Dean completes and approves [Moving Reimbursement Request Form](#) and forwards to person who will enter travel requisition for reimbursement expenses.
4. Requisition is entered and approval form is forwarded to Travel Services via email, travel@atu.edu.
5. Travel retains a copy for TR-I reconciliation.
6. Faculty member who is moving completes a TR-I and submits it along with all receipts to department for approval signature, once approved the TR-I is forwarded to Travel Services.
7. Travel Services forwards a copy of TR-I and approval form to Payroll.
8. If Academic Affairs has previously agreed to a moving allowance, department then contacts Academic Affairs with actual reimbursable amount and requests a budget transfer.
9. Travel Services processes the TR-I.
10. Individual is reimbursed via paper check or direct deposit through Disbursing Office.

State Travel Card Usage

As mentioned on page 2, travel cards are one way that arrangements may be purchased. The Travel Card Program provides travelers a safe, effective, convenient, and commercially available method to pay for expenses incidental to official travel, including local travel. Approval for use of all credit cards rests with the Chief Fiscal Officer of the State. As an institution of higher education in the state of Arkansas, Arkansas Tech University has the responsibility of and is required to report to the Chief Fiscal Officer of the State and the Division of Legislative Audit incidences of fraud and/or theft as required by law.

The travel card (TCard) is intended for official state travel-related use only and should never be used for personal purchases or to pay for someone else's travel expenses.

It is a State sponsored credit card used for making purchases related to official University travel such as:

1. Airline tickets.
2. Baggage fees-**First** checked bag only, state law limits baggage fee payment to one checked bag.
3. Conference registration fees.
4. Lodging-present a personal credit card for incidentals upon check-in.
5. Parking.
6. Rental car.
7. Taxi, shuttle.

Non-Allowable Charges include:

1. Personal purchases of any kind.
2. Airline tickets purchased for family members with plans to reimburse the University at a later date.
3. First class airline tickets.
4. Preferred airline seating assignments or boarding positions.
5. ATM charges.
6. Alcohol.
7. Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel.
8. Incidental Hotel Charges-movies, laundry, etc.
9. Add-on entertainment purchases, such as tickets to a performance that can be purchased in conjunction with a conference registration.
10. Purchases paid for with Agency Funds.
11. Goods or services that should be purchased using an ATU Procurement Card
12. Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel.

For staff and faculty travel, meals remain a strictly reimbursable expense and may **not** be applied to the TCard. A full-time employee who travels frequently and/or travels with students may become a cardholder with approval from his or her department and V.P. If you would like more information about Tech's TCard program, please give us a call at 356-6209. Additional information can be found in the Travel Policy page 10 and at <https://www.atu.edu/travel/tcards.php>.

Rental Vehicles

A written justification must be sent to the travel administrator for authorization of the use for rental vehicles. A requisition must be in place after approval with name of driver, time/date of pick/return and a contact number. A 24 hour notification of rental or cancellation of vehicle is needed.

Travel Cash Advance

Travel Cash Advances will be issued on a limited basis and are restricted to those traveling with student groups and must be over \$100 in value. Individual travelers are not subject to receiving a cash advance for domestic travel. Itemized receipts are required to be submitted upon return.

Travel Advance for travel within Arkansas: The traveler is allowed to request up to 50% of anticipated meals and other travel expenses except airfare, lodging, and vehicle rental or conference registration. These items should be direct billed to the agency using the Sponsored Business Travel Card (SBTC) or Central Travel Service Account (CTS).

Travel Advance for travel within the Continental United States: The traveler is allowed to request up to 50% of anticipated meals and other travel expenses except airfare, lodging, and vehicle rental or conference registration. These items should be direct billed to the agency using the Sponsored Business Travel Card (SBTC) or Central Travel Service Account (CTS).

Travel Advance for travel outside the Continental United States: The traveler and/or group is allowed to request up to 75% of anticipated travel expenses, less airfare and lodging, if traveling to a destination where access to the Sponsored Business Travel Card (SBTC) or other electronic means of accessing funds is not available. If access is available, then the traveler and/or group is only allowed to request up

to 50% of anticipated travel expenses less airfare and lodging. Travel expenses for airfare and lodging should be direct billed to the agency using the Sponsored Business Travel Card (SBTC).

Travel advances for student/client/group activities may be made for 90% of the anticipated expenses. Requests for Cash Advance shall be made by completing a requisition to the traveler's T number and agreeing to terms of the Travel Cash Advance Agreement Form.

Repayment of travel advances will be made according to the following guidelines:

- a) A Travel Reimbursement form, TR-I, or equivalent should be filed within ten (10) working days after the traveler returns to his/her official station. Failure to submit the TR-I or equivalent to the proper unit in a timely manner may result in the traveler being permanently barred from utilization of the Travel Advance Fund.
- b) Anyone who has been issued a Sponsored Business Travel Card (SBTC) and who obtains a travel advance, without first obtaining written authorization from his/her supervisor, may be permanently barred from the Travel Advance Fund.
- c) If the traveler is no longer employed by the issuing organization and the travel advance has not been repaid by the borrower, the debt will be forwarded to the proper unit within the University for collection.

Quick Reference

Travel Do's and Don'ts	
<u>Do</u>	<u>Don't</u>
Begin planning your travel as soon as possible and enter all required requisitions.	Travel without having a PO in place.
Keep all receipts for all expenses listed on your TR-I, retain the meal receipts in your department and submit all others to Travel Services.	Submit reimbursement request for tips for personal services such as taxi or laundry service.
Request Travel Administrator approval for rental car at least 24 hours in advance.	Pay for another state employee's travel expenses.
Submit all meal receipts for any request for meal reimbursement without an overnight stay.	Claim reimbursement for meals provided by a conference.
Submit TR-I only after signed by both traveler and supervisor	Book your own international travel arrangements, these must go through the Travel Office.
Remember all requisitions over \$1,000 must be signed by a supervisor, so please be patient as you wait for your PO in these instances.	
Make sure drivers of 12 passenger and up rental vans are 25 years of age.	
Provide a copy of your conference agenda and registration form with your TR-I.	